

FACILITIES CONTRACTS DIVISION

Facilities Contracts Branch Standard Operating Procedures

DATE: 12/19/2001
SUBJECT: CONTRACT and TASK ORDER AWARD ANNOUNCEMENTS
NUMBER: CSOP-02-004
EFFECTIVE DATE: Immediately Until Replaced or Superseded

1. Purpose

This documents provides the basic procedures for notifying the proper offices of contract awards of \$1 million or more (including all options) and for all Building and Facility (B&F) funded projects, regardless of dollar amount, for A/E and Construction Contracts and Task Orders (T.O.).

2. References

AGAR 405.303 - "Announcement of Contract Awards."

PPD Policy Memorandum 5-01 "Information for Public Announcement of Contracts Valued at Over \$1 Million," dated May 5, 1997, contacts updated July 26, 2000

3. Procedures

- A. By 9:00am on the day of an award of a contract valued at \$1 million or greater, the Contracting Officer shall complete the form, "Information for Public Announcement of Contract Awards," (Attachment 1) and fax a copy of the form to the following personnel:

Dawn Riley
Office of the Director of Legislative Affairs, REE
Jamie L. Whitten Federal Building, Room 217W
Washington, D.C. 20205
FAX: (202) 690-2842
Telephone: (202) 720-5887

Christopher Smith
Office of Congressional Relations, USDA
Jamie L. Whitten Federal Building, Room 213A
Washington, D.C. 20250
FAX: (202) 720-8077
Telephone: (202) 720-7095

Chief, Policy Branch
Procurement and Property Division
5601 Sunnyside Avenue
MS-5117
Beltsville, MD 20705-5117
FAX: (301) 504-1739
Telephone: (301) 504-1725

Director, ARS Information Staff
5601 Sunnyside Avenue
MS-5128
Beltsville, MD 20705-5128
FAX: (301) 504-1648
Telephone: (301) 504-1638

- B. The following awards are exempt from the above procedures; however, the files should be annotated to reflect the exemption:
1. 8 (a) Awards;
 2. Contracts with foreign firms to be performed outside of U.S. or its possessions; and
 3. When disclosure would compromise National Security.
- C. For all awards utilizing B&F Funding, regardless of dollar amount, the Contracting Officer shall complete the form and fax a copy to:

Walt Smith
Office of Congressional Relations
FAX: (202) 720-8077
Telephone: (202) 720-7095

Marshall Tarkington
Office of Legislative Affairs, ARS
Jamie L. Whitten Federal Building, Room 351A
FAX: (202) 720-6882
Telephone: (202) 720-3173

Valencia Winstead, Assistant Director
Facilities Division
Telephone: (301) 504-1151
(Hand carry her a copy)

Attachments

- 1 The Form - Information for Public Announcement of Contract Awards

ATTACHMENT 1

U.S. DEPARTMENT OF AGRICULTURE
Research, Education, and Economics

Information for Public Announcement of Contract Awards

Date of Notification: _____

USDA Agency: ☐ ARS ☐ CSREES ☐ ERS ☐ NASS

Contractor Name: _____ Telephone #: _____

Address: _____

Description of Supplies and Services: _____

Contract Number: _____

Amount of Contract Including Options: \$ _____

Period of Performance: _____

Contract Award Date: _____

Place of Performance: _____

Contracting Officer (CO) Name: _____ Telephone #: _____